Printing Checks in Membership Plus

Membership Plus will print checks for you and allow you to receive a reminder of when it is time to write those checks using the **Auto Transactions** Feature in the Accounting module. In order to print checks from Membership Plus, you'll need to **order blank check stock** (www.memplushome.com) and you'll need to set up transactions for which checks are to be printed as Check Print type transactions.

Printing Considerations

In addition to those basic requirements mentioned above, you should supply or at least consider the following information:

- Specify what kind of blank check stock you are using.
- There are three places you can do this: on the Edit Account window when you initially set up a checking account, or in the Print Checks dialog (click the Setup button) when you print the checks. The setting in the Print Checks dialog takes precedence over the setting in the Edit Account window.
- Set reminders to notify you a few days before checks have to be written. Membership Plus will then display a reminder message when that date is reached.
- Run some test checks.
- Getting everything to print correctly depends on many factors, including type of printer, check stock, font choices, point size, and so on. It is recommended that you run dummy Check to print transactions to make sure your checks will print the way you want them to look.
- Consider deferring the posting of checks you print until the checks are actually printed.
- If you mark this selection (in the Data Set Options dialog), the balance in your checking account is not affected until the printing actually takes place.

Printing Checks

To print checks:

1. Select Check Print tab in the Transactions module.
   - Make any edits or changes necessary to the individual transactions listed by highlighting the transaction and clicking the Edit button at the bottom of the Check Print page. For example, you might want to update an address. Opening a Check Print transaction in the edit window also allows you to see more details about the check.
   - If you want to combine two or more transactions into one check, click the Combine button at the bottom of the Check Print page. You will be given a list of the transactions with matching payee names. Select those to combine and click OK.

2. Select the checks you want to print by marking each check's checkbox in the Print column. Which checks you select to print is up to you; any checks that you don't print will remain in the list until you either print or remove them. To deselect a transaction, click on it again.

3. Clicking the Setup button takes you to the Check Style Setup dialog, where you can select your printer, identify your check styles, and view a sample of your check in Print Preview (click the Test button to do this).

4. Click the Print button to open the Print Selected Checks dialog. If necessary, you can select a check style, enter a beginning check number, and specify a date to print on the checks. You can also change the printer setup if necessary.

   - If you select a 3 checks per page check style, a First Page dialog will open. Here you can tell Membership Plus how many blank checks are on your first page of checks. For example, if you used one or two of the checks off the page in the last check run, you will want to mark the number of checks remaining on the first page of this check run. After making your selection and specifying your partial page orientation (how you feed the partial page into your printer), click OK to return to the Print Selected Checks dialog.

5. Click OK to begin printing the checks.